

CEA



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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF FINANCIAL OFFICER (Sacramento Headquarters)
LEVEL	CEA 4 (Salary Range \$9018-9939)
FINAL FILING DATE	OCTOBER 13, 2009

DUTIES/RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director, the incumbent has full responsibility for all functions in Finance and serves as the principal policy advisor. Responsibilities include:

- Develops and implements policies for the Department's finance programs to include: Accounting, Budgets, and Programming.
- Develops and establishes the strategic direction of the Department's finance programs. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the programs strategic plan. Participates in policy development to guide finance plans, programs, and projects.
- Oversees the development and implementation of Program Level Action Plans that include the Department's goals, strategic objectives, strategies and performance measure applicable to the program.

- Directs/coordinates the development, evaluation, negotiation, recommendation and resolution of the statewide goals, objectives, policies, regulations, standards, plans and actions that are the responsibilities of the assigned programs. This includes the policies and regulations regarding the Department's revenue and expenditure levels for the State Transportation Improvement Program (STIP), the State Highway Operations and Protection Program (SHOPP), the Governor's Budget, capital financing plans, federal fund management, and programming.
- Advises the Director/Chief Deputy Director, other department managers and other governmental agencies and policy bodies affected by the Department's financial and programming decisions on key events and on changes proposed for goals, objectives, policies, regulations, standards, plans, actions, and legislation regarding the program's responsibilities.
- Provides broad direction for policy to programs, delegates authority as appropriate to ensure good management practices, directs and evaluates the performance of the responsible subordinate managers, establishes management control systems and performance targets and secures compliance by subordinate managers and employees.
- Protects the interests of the public and employees in the integrity of the decisions and actions of the Department pertaining to: programming plans, capital budgets, revenue and expenditure levels for STIP, SHOPP, the Governor's Budget, federal fund management and the Department's accounting processes.
- Serves as the departmental representative on matters of policy and program with the California Transportation Commission, Department of Finance, the State Legislature, the State Treasurer's Office and any other agencies relating to transportation financing and programming.
- Advises the Director/Chief Deputy Director on the full range of complex issues related to Finance programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies and organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS

Experience in positions at the Staff Services Manager III or a higher level that developed the following qualifications:

- Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as those of finance control agencies.

- Demonstrated broad and comprehensive knowledge of the Department's financial roles and responsibilities.
- Must be familiar with federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Ability to represent the Department in advanced financial matters and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Must possess academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Must have the ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in financial matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Good oral and written communication skills.
- Ability to effectively apply logic and creativity in decision making processes and successfully apply motivational and negotiating skills.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies and other stakeholders and partners.
 - Explain nature and extent of those contacts.
- Breadth and extent of experience as or equivalent in level to a Staff Services Manager III.
- Breadth and extent of experience making presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the Department (i.e., directors, deputy

directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience in managing budget development in California state government.
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original state application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: mailto:Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on October 13, 2009. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.